

Roseville Public Library Commission  
Regular Meeting  
August 11, 2014  
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:30 p.m. in the Conference Room.

Present: Commissioners Pat Chownyk, Joan Logghe, Phyllis Reneau, Cara Tonn, Charlene Van Marcke, and Director Jacalynn Harvey

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Logghe supported by Commissioner Chownyk to accept the Minutes of the regular meeting of June 23, 2014.

**MOTION CARRIED UNANIMOUSLY**

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. The Director and Assistant Director attended an “Ask the Attorney” workshop through the Library Network in June and asked about bankruptcy. The Library cannot deny cards but will clear accounts in the future.
- b. The Library will be closed on August 22 and September 1, 2014 for Staff Development and Labor Day, respectively.
- c. The Library and the City will be meeting in the future to determine Emergency Procedures following the power outage and electrical fire in early August.
- d. The Director will be on vacation during the September 8 meeting and will be replaced by Annamarie Lindstrom.
- e. There will be a fundraiser for the Library Endowment on Tuesday, October 7, from 5-9 p.m. at the Roseville Ram’s Horn. Some raffle baskets are being donated and tickets will be sold.

2. Library Programs/Classes.
    - a. Anime Night: *The Melancholy of Haruni Suzumiya* on September 3.
    - b. Book Discussion: *The Casual Vacancy* on September 4.
    - c. Adult/Teen Programs: Make Your Own Beauty Products on August 21.
    - d. Summer Reading Program ends on August 15. There was low participation overall, but high program attendance.
  3. Friends of the Roseville Public Library.
    - a. Used Book Sale Committee: will there be a preview night for members?
    - b. Contributions to the Library:
      - i. \$1,500 for Urban Fiction
      - ii. \$500 for the Summer Reading Program
      - iii. \$700 toward the price of a new laminating machine (Pat Eick paid \$300 from the proceeds from selling beaded items)
      - iv. \$1,000 for upholstery
      - v. \$500 for new mouse pads in the public area
      - vi. \$200 for a speaker for Staff Development Day (cancelled this gift as the speaker would not accept payment)
    - c. Book Care: the committee needs volunteer help.
  4. Roseville Historical and Genealogical Society.
    - a. Next program is Boomtown Detroit and the Roaring 20's, with a speaker from the Detroit Historical Society.
  5. Budget and Bills.
    - a. Centralized Purchasing.
    - b. Penal fines.
  6. Other Items.
    - a. Payroll issues at the Department Heads Meeting: comp time.
    - b. City is switching to a cloud-based email at \$3.50 per person per month. This service will be better than what the Co-op offers, although it is more expensive.
    - c. The Fire Department open house is on September 28.
    - d. Chevron Grant: will be replacing the a/c and boiler in each department. The Library will also get new windows (negating the replacement of current window treatments).
    - e. Great Lakes Door.
      - i. "Fixed" outside door – the lock works now, but the door still needs replacement and the Director has asked the City to put it on the Capital Improvements List.
- V. SUBURBAN LIBRARY COOPERATIVE.
- a. Co-op testing of debit and credit cards: working on how the funds are disbursed (labeling) and hope to have it up and running in all member libraries

soon. The Director has ordered the swipers. The credit/debit cards can only be used for account-based services, not copies or purchases.

VI. COMMUNICATION.

None.

VII. UNFINISHED BUSINESS.

1. Drafts of Legal Documents.

- a. The Director sent copies of the three legal documents regarding PA164 to City Manager Scott Adkins in mid-June. She is still waiting for a response.

2. Personnel Update.

- a. Jess Lam, clerk, quit in July. Deborah Greene, former page, was hired to replace her. The page position will be posted in September.
- b. Tracy Wilson was hired as full-time Head of Adult Services and will formally begin on September 2.
- c. Monique and Amy are new clerks.

3. Employee Handbook.

- a. Is being rewritten and edited.

4. Building Update.

- a. Millwork: returned proposal for all of the work to re-laminate counters. The Director forwarded the proposal to the city to cut a check for 50% of the total bill.
- b. Acorn Electric.
  - i. Installed a phone line in cubicle 4.
  - ii. Is working on updating the line for the new time clock.
  - iii. Will install electrical outlets after maintenance has installed the slatwall in the Michigan History Room.
- c. AT&T activated the public fax/san line and activated the new line in cubicle

VIII. NEW BUSINESS

1. New Staff Computer Purchase.

- a. With a new full-time employee, another computer workstation is needed.

Motion by Commissioner Chownyk supported by  
Commissioner Reneau to approve of the purchase of a new  
staff computer.

**MOTION CARRIED UNANIMOUSLY**

2. Donations.

IX. ADJOURNMENT

Commissioner Logghe made the motion, that having acted upon the agenda, the meeting be adjourned at 7:50 p.m. Commissioner Tonn supported the motion.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Cara Tonn", with a stylized, cursive script.

Cara Tonn

Next Meeting: Monday, September 8, 2014 at 6:30 p.m.